

**DO'S AND DON'TS FOR THE GOVERNMENT TECHNICAL OFFICE
“TECHNICAL EYES AND EARS FOR THE GOVERNMENT”**

Technical Liaison: Government and Contractor

- Contracting Officer (CO)
- Contracting Officer's Representative (COR)
- Contractor

Do:

- read and understand each task order
- communicate regularly/frequently with CO/COR
 - contractor performance/delivery/schedule, etc.
 - program changes/add-ons, etc.
 - high level requests/directions received
 - contractor questions/responses
- notify CO/COR (at a minimum)
 - delinquencies
 - unsatisfactory performance
 - changes in contract
 - misunderstandings/disagreements

Don't:

- modify intent or terms of contract (examples)
 - schedule acceleration
 - stop or start work
 - direct method of performance
- reveal Government cost information
- sign modifications or agreements
- incur costs not provided in contract
- decide disputes (factual or legal issues)

Beware:

- Only the CO may:
 - modify the contract
 - direct the contractor
 - bind the Government
 - “unauthorized commitment”
 - when other than CO binds Government
 - contractor proceeds w/o CO direction
 - Potential personal liability
 - if action cannot be “ratified” by Government
 - contractor may seek reimbursement from individual
- YOU MIGHT BE LIABLE FOR THE COSTS IF YOU MAKE AN UNAUTHORIZED COMMITMENT!**

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